

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814 M.S. 19-26



January 19, 1990

ALL COUNTY LETTER NO. 90-06

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATISTICAL REPORTING - DPA 266, FRAUD INVESTIGATION ACTIVITY REPORT

REFERENCE: DIVISION 26, Section 26-230

This All-County Letter transmits the revised DPA 266, Fraud Investigation Activity Report and instructions. The revisions were made to include data required by the Federal Government and are as follows:

1. Part A, Section II, Item 11a, added sub-item to capture overpayment/overissuance amounts on cases sent to the District Attorney for prosecution. (Section 26-230.22, Item 11a added in the revised DSS statistical manual.)
2. Part A, Section II, Items 12a and 12b, added sub-items to define intake case completions resulting in positive or negative findings. (Section 26-230.22 items 12a and 12b in the revised DSS statistical manual.)

The change required in paragraph 1 above is effective with the report month of December 1989. The change required by paragraph 2 above is effective retroactively with the report month of July 1989. Counties shall include retroactive data for July, August, September, October and November 1989 in the report month of December 1989.

A manual letter and the revised DPA 266 is being processed and will be distributed at a later date. In the meantime, please duplicate the attached copy of the DPA 266 to meet your needs.

If you have any questions regarding the Fraud Programs, please contact Charles Mahin or Rick Tibbetts of the Fraud Program Management Bureau at (916) 445-0031. If you have any questions regarding the form or instructions, please contact Colleen Daniels, Statistical Services Bureau, at (916) 445-1739.


ROBERT A. HOREL
Deputy Director

Attachment

cc: CWDA

SEND ONE COPY TO: *Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 19-81
Sacramento, California 95814*

FRAUD INVESTIGATION ACTIVITY REPORT

Special Investigation Unit (SIU) Placement:

- ☐ County Welfare Department's Office
☐ District Attorney's Office

COUNTY	1
FOR MONTH ENDING (MONTH, DAY, YEAR)	2

PART A. INVESTIGATION ACTIVITY

ITEM	TOTAL (1)	AFDC (2)	FOOD STAMPS (3)	ALL OTHER PROGRAMS (4)
SECTION I. INVESTIGATION REQUESTS	3	4	5	6
1. Pending beginning of this month (Part A, Item 5 last month, or explain)	7	8	9	10
2. Total requests received during month (Sum Item 2a through 2j)	11	12	13	14
a. Income and Eligibility Verification System (IEVS)	15	16	17	18
b. Other unreported income	19	20		
c. No deprivation	21	22	23	24
d. Unreported resources/assets	25	26	27	28
e. Family (household) composition	29	30		
f. Misuse	31	32	33	34
g. Duplicate (multiple) aid	35	36	37	38
h. Forgery	39	40	41	42
i. Intake investigations	43	44	45	46
j. Other	47	48	49	50
3. Total requests available during month (Item 1 plus 2)	51	52	53	54

PART A. INVESTIGATION ACTIVITY		(Continued)			
ITEM		TOTAL (1)	AFDC (2)	FOOD STAMPS (3)	ALL OTHER PROGRAMS (4)
		\$ 123	\$ 124	\$ 125	\$ 126
11. Total restitution arranged (dollar amounts)		\$ 127	\$ 128	\$ 129	\$ 130
a. Overpayment/Overissuance (dollar amount)		131	132	133	134
12 Total intake case investigations completed					
a. Positive intake actions completed					
(Reported in 9a, 9b, and 9c.)		135	136	137	138
b. Negative intake actions completed					
(Reported in 9d, 9e, 9f, and 9g.)					

PART B. DISTRICT ATTORNEY ACTIVITY					
ITEM					
		139	140	141	142
1. Referrals pending beginning of this month		143	144	145	146
(Part B, Item 5 last month, or explain					
2. Referrals accepted during month		147	148	149	150
3. Total referrals available during month		151	152	153	154
(Item 1 plus 2)					
4. Total dispositions during month		155	156	157	158
(Sum Item 4a through 4h)					
a. Convictions		159	160	161	162
b. Administrative Action		163	164	165	166
c. Charge Pleaded		167	168	169	170
d. Dismissals		171	172	173	174
e. Acquittals		175	176	177	178
f. Declinations		179	180	181	182
g. Expiration of statutes		183	184	185	186
h. Other		187	188	189	190

26-230 FRAUD INVESTIGATION ACTIVITY REPORT (FORM DPA 266)

26-230

26-230.01 CONTENT

26-230.01

Fraud Investigation Activity Report provides monthly data on cases where reasonable grounds to suspect fraud has resulted in a referral for special investigation to the SIU or person designated to coordinate such referrals with the District Attorney or prosecuting authority, as well as cases independently acted upon by Investigating Units. Form DPA 266 covers Aid to Families with Dependent Children (combined FG, U, and FC programs), Food Stamps, and Other Aid Programs case investigations. The form provides basic data on requests for investigation, cases referred to the County District Attorney, disposition of cases by County Welfare Departments and County District Attorneys, dollar amounts of restitutions arranged/ordered and collected, dollar amounts of fines/forfeitures imposed, criminal complaints filed by County District Attorneys, and monthly staffing reports for the investigators.

26-230.02 PURPOSE

26-230.02

National and state emphasis on investigation and prosecution of persons who attempt to receive and who receive public assistance fraudulently require substantial attention by County Welfare Departments and County District Attorneys. The Fraud Investigation Activity Report will show the amount of activity in each administrative unit and will be used (a) to evaluate the effect of the recipient fraud policies generally; (b) to arrive at some judgements on the effectiveness of local agencies in applying the policies; and (c) to plan with local agencies on any needed changes.

26-230.03 DISTRIBUTION

26-230.03

Information collected on the Fraud Investigation Activity Report (DPA 266) is used to prepare the federally required Semi-Annual Recipient Fraud in Public Assistance Programs Report (SSA 4110) and the annual USDA Program and Budget Summary Statement (FNS 366B). In addition, this data is used in the Department of Social Services (DSS) Fraud Investigation Report (Series PA-4), published quarterly, the Welfare Fraud Comparison Report, published semi-annually, and other special reports for the Administration and the Legislature.

26-230.04 DUE DATE

26-230.04

The county welfare department is responsible for ensuring that this report is fully completed. In counties where portions of this report are completed by other agencies, this report shall be reviewed and validated prior to transmittal to the Statistical Services. Reports are to be received in Sacramento on or before the twelfth working day of the month following the end of the report month. Send reports to:

Department of Social Services
Statistical Services Section
744 P Street, Mail Station 19-81
Sacramento, CA 95814

26-230.10 INSTRUCTIONS

26-230.10

26-230.11 INSTRUCTIONS FOR COLUMNS

26-230.11

Column No. 1, Total. Total number of each line item shall equal the sum of columns 2, 3, and 4 for PARTS A through F or explain in Part H. COMMENTS.

Each case of suspected fraud shall be reported in one of the following columns. The case shall be tracked from its original column coding in Part A regardless of any primary aid group change resulting from the investigation. A column shift is allowed in Parts B through D.

Column No. 2, AFDC. Report activity for all Aid to Families with Dependent Children cases (FG, U, and FC). In those instances where the suspected fraud affects both an AFDC cash grant and a Food Stamp case, the activity shall be reported as one case in each category.

Column No. 3, Food Stamps. Report activity on Food Stamp cases where the suspected fraud affects Food Stamps only and not the cash grant, if any, except where the suspected fraud affects both a General Relief and a Food Stamp case, in which case the investigation activity shall be reported as one case in both the Food Stamps column and All Other Programs column.

Column No. 4, All Other Programs. Report activity on All Other Programs including, but not limited to: both General Home Relief and Miscellaneous General Relief, SSI/SSP, Special Circumstances, Interim Assistance, and Guide Dog Allowance. In those instances where the suspected fraud affects both General Relief and Food Stamps, report one case in each category. All entries in this column must be identified by program in Part H. COMMENTS.

26-230.20 PART A. INVESTIGATION ACTIVITY

26-230.20

This part of the report provides information on investigation requests and investigation caseload activity.

26-230.21 SECTION I: INVESTIGATION REQUESTS

26-230.21

This section provides information on the volume of requests for investigation, and the number accepted, rejected, or pending processing. An allegation of suspected fraud is a request for investigation until the supervising investigator, or the equivalent, accepts the request with the intention of assigning it to an investigator.

Item 1. Pending Beginning of this Month - Enter the total number of investigation requests pending acceptance or rejection from last month. This item should agree with Part A, Item 5 of the prior month's report. If not, enter correct data in Item 1 of the current report and note the reason for the discrepancy in Part H. COMMENTS.

26-230.21 SECTION I: INVESTIGATION REQUESTS (Continued)

26-230.21

Item 2. Total Requests Received During Month - Enter the total number of requests for investigation received during the report month. Line sub-items "a" through "j", break the total down by primary element. Multiple element requests shall be coded by the element potentially causing the largest overpayment. Eligibility elements receive priority over grant level elements. Example: The request for an investigation alleges an absent parent is still in the home. In an AFDC Family Group case, the request shall be coded "No Deprivation".

- a. Earnings Clearance System - Enter the total number of requests emanating from an ECS 155.
 - b. Other Unreported Income - Enter the total number of unreported income requests not initiated by the Earnings Clearance System. A non-ECS allegation of full-time employment by a "35" AFDC case shall be coded "no deprivation".
 - c. No Deprivation - (AFDC only) Enter the total number of requests for an investigation alleging a specific basis of deprivation does not exist.
 - d. Unreported Resources/Assets - Enter the total number of requests concerning concealed or misreported assets/resources such as real/personal property, bank accounts, cash, stocks, bonds, etc.
 - e. Family (Household) Composition - Enter the total number of requests based on allegations that the FBU (household) members are not in the home or not eligible for inclusion in the grant. Example: AFDC child not in the home, not a full-time student, or the household is receiving food stamps for three when the Food Stamp household is two.
 - f. Misuse - (AFDC only) Enter the total number of requests based on allegations involving violations of Welfare and Institutions Code Section 11480.
 - g. Duplicate (Multiple) Aid - Enter the total number of requests for an investigation alleging an individual, or group of individuals, are receiving aid under two or more case numbers, in one or more districts, counties or jurisdictions (states).
 - h. Forgery - In those counties where the welfare investigators handle forgery investigations, enter the total number of forgery investigation requests. In those counties where welfare investigators do not handle forgery investigations, enter "NAP" in this item line.
 - i. Intake Investigations - Enter the total number of requests initiated through "preventive fraud" programs, or where the intake case does not have a specifically identifiable allegation element.
 - j. Other - Enter the total number of other requests; please identify the allegations in Part H.
- COMMENTS.

26-230.21 SECTION I: INVESTIGATION REQUESTS (Continued)

26-230.21

Item 3. Total Requests Available During Month - Enter the sum of Item 1 plus Item 2.

Item 4. Total Number of Requests Processed During Month - Enter the sum of sub-items "a" and "b".

- a. Number of Requests Accepted During Month - Enter the total number of requests for investigation that were accepted during the report month. "Accepted" means those requests that are retained in the SIU or its equivalent with the intent of assignment to a field investigator.
- b. Number of Requests Rejected During Month - Enter the total number of requests for investigation that were rejected during the report month. "Rejected" means that request was received, reviewed, and will not be assigned for investigation (sum of Sub-items 1 and 2).

(1) Inappropriate Referral - Use when investigation request is incomplete, does not meet one of the following criteria:

- (a) An overpayment/overissuance may have or has resulted from a recipient's failure to report information pertinent to eligibility or benefits.
- (b) A questionable situation exists and the applicant/recipient or third party will not cooperate in providing necessary verification.
- (c) The program staff person finds inconsistent information and any further action on his/her part could affect the investigator's ability to investigate the situation.
- (d) Situations involving embezzlement, collusion, conspiracy, trafficking, blackmarketing, or other general program violations.
- (e) Forgery situations, providing that the instrument (e.g., warrant, Authorization to Participate) has been transacted.
- (f) An investigation request from any governmental agency which may result in a potential crime against a public social services program.
- (g) A public complaint containing facts which allege a crime against a public social services program.

(2) Investigation Not Warranted - Use when the amount overpaid is below the amount which the DA will prosecute and the County has made other arrangements for restitution.

Item 5. Total Requests Pending at End of Month - Enter the total number of requests available during the month that have not been accepted or rejected for investigation. This item is the difference between Item 3 and Item 4.

26-230.22 SECTION II: INVESTIGATION CASELOAD

26-230.22

This section provides information on the volume of investigations accepted, completed, pending completion, and restitution amounts arranged by the SIU unit.

Item 6. Pending Beginning of this Month - Enter the total number of investigation dispositions pending from last month. This item should agree with PART A, Item 10 of the prior month's report. If not, enter the correct data in Item 6 of the current report and note the reason for the discrepancy in Part H. COMMENTS.

26-230.22 SECTION II: INVESTIGATION CASELOAD (Continued)

26-230.22

Item 7. Number of Requests Accepted During Month - Enter the total number of requests for investigation that were accepted during the report month. This item should be the same as PART A, Item 4a of the current month's report or note the reason for the discrepancy in PART H. COMMENTS.

Item 8. Total Investigations Available During Month - Enter the sum of Item 6 plus Item 7.

Item 9. Total Investigations Completed During Month - Enter the total number of investigations completed during the report month. The investigation phase will be considered complete when the case has either been referred to and accepted by the District Attorney for his/her action, or a final disposition has been made without an accepted referral to the District Attorney. Line sub-items "a" through "g" break the total down by primary element. Report only the final disposition which closes the investigation. There should be no duplicate dispositions per request.

a. Accepted by District Attorney - Enter the total number of cases accepted by the District Attorney (DA) for final disposition through his/her authority.

Note: The case shall not be disposed of upon referral until the DA actually accepts the referral. Case referrals rejected by the DA should be closed and tabulated based on the final action by the County Welfare Department or Special Investigation Unit.

b. Restitution/Administrative Closure - Enter the total number of cases in which the final disposition is made through a restitution agreement or administrative action without an accepted referral to the DA. Include the final disposition via grant adjustment, promissory note, citation hearing, full cash restitution, civil court judgement (when filed by a county unit other than the DA), etc.

NOTE: The investigative phase is closed (on a case not accepted by the DA) when a restitution agreement is reached. The restitution agreement is the basis for closing the investigation whether or not full restitution (collection) has been made.

NOTE: Cases with restitution agreements referred to the county counsel or county collection units shall not be considered as a final disposition of the investigation unless a decision has been made not to refer the case to the District Attorney or the DA has rejected the referral. That is, a referral to these units is only a disposition if they are referred in lieu of a DA referral, or as the result of a rejection by the DA.

c. Denial/Discontinuances - Enter the total number of completed investigations resulting in a denial of application, discontinuance or eligibility, or a reduction of benefits. Only enter these dispositions here when the investigation is not disposable under sub-items "a" or "b".

d. Allegation Unsubstantiated - Enter the total number of cases where the investigation is terminated and failed to determine if a violation occurred or not.

e. Insufficient Evidence - Enter the total number of cases where the investigation is terminated and failed to determine if a violation occurred or not.

f. Expiration of Statutes - Enter the total number of cases where the investigation is terminated and failed to determine if violation occurred or not.

g. Other - Enter the total number of investigations disposed of for reasons other than listed in sub-items "a" through "f". Case dispositions shall be specified by type in Part H. COMMENTS.

26-230.22 SECTION II: INVESTIGATION CASELOAD (Continued)

26-230.22

Item 10. Total Investigations Pending at End of Month - Enter the total number of investigation dispositions pending at the end of the report month. Item 8 minus Item 9.

Item 11. Total Restitution Arranged (Dollar Amounts) - Enter the total dollar amount of restitution arranged during the report month due to completed investigation activity. Include restitutions arranged via grant adjustment, promissory notes, civil court actions, full cash repayments, etc. Include those repayment agreements initiated prior to the investigation's completion as long as the repayment reflects public assistance monies obtained due to fraud overpayments or overissuances and are a result of the labors of the SIU.

a. Overpayment/Overissuance Dollar Amounts - Enter the overpayment/overissuance amounts on cases sent to the District Attorney for prosecution.

NOTE: In a combined AFDC/Food Stamp investigation where the investigation is tracked in both the AFDC column and the Food Stamp column, the restitution agreed to or ordered is to be reported in applicable columns.

Item 12. Intake Case Investigations Completed - those cases that are referred prior to an initial application eligibility determination (as reported in Item 9).

a. Positive Intake Actions Completed - Enter the total number of positive intake actions that were completed (e.g., cases that were accepted by the District Attorney, cases where final disposition is made through a restitution agreement, or cases that were denied or discontinued) as reported in 9a, 9b, or 9c.

b. Negative Intake Actions Completed - Enter the total number of negative intake actions completed (e.g., cases where the investigation is terminated and failed to determine if a violation occurred, or other non-categorized cases), as reported in 9d, 9e, 9f or 9g.

NOTE: Do not report intake investigations completed after the AFDC/FS case has been granted.

26-230.30 PART B. DISTRICT ATTORNEY ACTIVITY

26-230.30

This part of the report provides information on fraud referrals accepted by the District Attorney (DA) and the dispositions of the referrals.

Item 1. Referrals Pending Beginning of this Month - Enter the total number of referrals pending dispositions from last month. This item should agree with PART B, Item 5 of the prior month's report. If not, enter correct data in Item 1 of the current report and note the reason for the discrepancy in Part F, COMMENTS.

Item 2. Referrals Accepted During Month - Enter the total number of referrals accepted during the report month.

NOTE: In cases where the original aid group case is not accepted but a companion aid case is accepted, report this case in the applicable tracking column. Column shifts may occur here; however, the investigation and disposition of the case should be reported only once. This item should be the same as PART A, Item 9a of the current report; however, in cases where the referral has shifted columns in PART B, only the total column numbers will compare.

26-230.30 PART B. DISTRICT ATTORNEY ACTIVITY (Continued)

26-230.30

Item 3. Total Referrals Available During Month - Enter the sum of Item 1 plus Item 2.

Item 4. Total Dispositions During Month - Enter the total number of final dispositions completed during the report month. Line sub-items "a" through "h" break the total down by primary element. Report only the final disposition which closes the case. Column shifts may occur here.

NOTE: If there was a dismissal in the AFDC program portion of an AFDC-Food Stamp case and a conviction in the Food Stamp program portion, one disposition should be reported in the dismissal category and one in the conviction category under the appropriate program column.

- a. Convictions - Enter the total number of referrals (complaints) where there was a criminal conviction, from either a guilty plea or trial.
- b. Administrative Action - Enter the number of referrals disposed of through a restitution agreement arranged as approved by the District Attorney and disposed of in lieu of criminal indictment. Include final dispositions through grant adjustments, agreements to repay, citation hearings, small claims court judgements, full cash restitution made, etc.
- c. Charge Pledged - A charge pledged exists when a case involving more than one program is accepted by the DA and the DA agrees to drop one program charge in order to obtain a guilty plea on the other program charge. The program in which the charge is dropped will be reported as "Charge Pledged".
- d. Dismissals - Enter the total number of referrals (complaints) disposed of during the report month by dismissal after issuance of a complaint, including those dismissed by motion of the court, either prior to or at the trial, but only if the case is not remanded for administrative disposition.
- e. Acquittals - Enter the total number of referrals (complaints) disposed of by an acquittal.
- f. Declinations - Enter the total number of referrals declined by the DA and on which no other action will be taken. A preliminary decision not to prosecute pending further investigation is not a declination. Such cases shall be carried pending until further investigation is completed and a final disposition made. If the DA declines to take legal action on a referral after accepting the referral, and the investigation unit has included a valid and acceptable restitution arrangement in the investigation report, the disposition of the referral is not to be reported as disposed of through a declination to take legal action, but as an approved restitution arrangement in Part B, Item 4b, Administrative Action.
- g. Expiration of Statutes - Enter the total number of referrals disposed of due to the Statute of Limitations or because the Statute will soon expire.
- h. Other - Enter the number of referrals disposed of for reasons other than sub-item "a" through "g". Case dispositions shall be specified by type in Part H, COMMENTS.

26-230.30 PART B. DISTRICT ATTORNEY ACTIVITY (Continued)

26.230.30

Item 5. Total Referrals Pending at End of Month - Enter the total number of referral dispositions pending at the end of the report month. This item is the difference between Item 3 and Item 4.

Item 6. Restitution Arranged/Ordered (Dollar Amounts) - Enter the dollar amount of restitution arranged/ordered during the report month by court action or the DA for cases reported in Item 4a, Conviction, Item 4b, Administrative Action, and Item 4h, Other (if applicable). Include restitutions arranged through grant adjustments, agreements to repay, civil court actions, full cash restitution, etc.

NOTE: In a combined AFDC-Food Stamp investigation where the investigation is tracked in both the AFDC and Food Stamp columns, the restitution agreed to or ordered is to be reported in applicable columns where the AFDC overpayment and the Food Stamp overissuance amounts are separately identified.

Item 7. Fines/Forfeitures (Dollar Amounts) - Enter the total dollar amounts of fines/forfeitures levied in one column only. This amount cannot be divided between two columns.

26-230.40 PART C COMPLAINTS ISSUED

26-230.40

Item 1. Total Criminal Complaints Filled During Month - Enter the total number of criminal complaints filed during the report month due to referrals from the special investigation unit.

NOTE: There may be multiple complaints per referral, and all shall be entered in the applicable columns (i.e., if two complaints are filed in the referral of an AFDC-Food Stamp case, one for the AFDC case and the other for the Food Stamp column).

26-230.50 PART D. PERSONS DISQUALIFIED

26-230.50

Item 1. Total Collected During Month (Dollar Amount) - Enter the total dollar amount of restitution actually collected by (i.e., District Attorney, City Attorney, County Welfare Department, Collections), or for, the County Welfare Department during the report month. Report only those dollar amounts that reflect restitution for fraud overpayments or overissuances. Grant adjustments should be included in this amount if they reflect restitution for fraud overpayments or overissuances.

NOTE: In a combined AFDC-Food Stamp investigation where the investigation is tracked in both the AFDC and Food Stamp columns, the restitution agreed to or ordered is to be reported in applicable columns where the AFDC overpayment and the Food Stamp overissuance amounts are separately identified.

26-230.60 PART E. COLLECTION

26-230.60

Item 1. Total Collected During Month (Dollar Amounts) - Enter the total dollar amount of restitution annually collected by (i.e., District Attorney, City Attorney, County Welfare Department, Collections), or for, the County Welfare Department during the report month. Report only those dollar amounts that reflect restitution for fraud overpayments or overissuances. Grant adjustments should be included in this amount if they reflect restitution for fraud overpayments or overissuances.

NOTE: In a combined AFDC-Food Stamp investigation where the investigation is tracked in both the AFDC and Food Stamp columns, the restitution agreed to or ordered is to be reported in applicable columns where the AFDC overpayment and the Food Stamp overissuance amounts are separately identified.

26-230.70 PART F. STAFFING (REPORT MONTHLY)

26-230.70

This part of the report provides information on investigator staffing in the Special Investigation Unit (SIU). Persons may or may not be assigned directly to the SIU. This data is to be reported on a monthly basis. The entry will be the total of:

- a. Full-time staff who devote 100 percent of their time during the report month to conducting welfare fraud investigations.
- b. Part-time staff who devote all or part of their time to conducting welfare fraud investigations and full-time staff who devote only part of their time to conducting fraud investigations. To convert these staff to full-time equivalent positions, total the number of hours devoted to conducting fraud investigations and divide that total by the actual number of work hours during the report month. Use actual filled positions, not budgeted levels. A position filled one day of the month shall be considered filled for the month. Report in decimals rounded to two places (e.g., .75). Do not use fractions in entries.

Item 1. Investigators - Enter the total number of full-time equivalent positions whose primary function is investigating welfare fraud.

26-230.71 PART G. FOR USE UPON INSTRUCTIONS FROM DSS ONLY

26-230.71

26-230.80 PART H. COMMENTS

26-230.80

Discrepancies, special comments or explanations regarding data in this report are to be made in space provided. Additional pages may be attached if necessary.

26-230.90 FORM (DPA 266)

26-230.90

Fill in the information requested at the top and bottom of the Report Form and show the amounts required for each item. If an item is nonapplicable to your county, enter "NAP" in the appropriate item box. Zero entries need not be made.

FEDERAL REPORTS

REPORT: FNS 366-A Program and Budget Summary Statement
DUE: Annually - August 15
TICKLE: July 26 (3 wks, AJ)

REPORT: FNS 388 State Coupon Issuance and Participation
Estimates
DUE: Monthly - 19th
TICKLE: Two days prior, AJ

REPORT: OCSE-131, Part 3 Child Support Quarterly Budget
Estimates
DUE: Semi-Annually - April & Oct 30
TICKLE: Apr and Oct 9 (3 wks, Bob)

REPORT: OCSE-131, Part 1 Child Support Quarterly Application
for Grant Award
DUE: Quarterly - Jan, April, July & Oct 30
TICKLE: Three days prior, Bob

REPORT: ORR 1 Refugee Resettlement Program (RRP) Estimate
DUE: Annually - August 15 (Quarterly revisions as needed)
TICKLE: July 26 (3 wks, Jo)

REPORT: RDP CA's Estimate of Expenditures for the Refugee
Demonstration Project
DUE: Quarterly - Feb, May, Aug and Nov 15
TICKLE: Jan 26, Apr 25, July 26, and Oct 26 (3 wks, Jo)

REPORT: FSA 231 Parts 1 & 2 AFDC Quarterly Report of
Expenditures and Estimates
DUE: Quarterly - Jan, Apr, Jul and Oct 30
TICKLE: Jan, April, July and Oct 1 (4 wks, Bob)

REPORT: FSA 231 Parts 3 & 4 Semiannual Budget Projections and
Components of Budget Projections
DUE: Semi-annually - Apr and Oct 30
TICKLE: Mar 31 and Sept 30 (4 wks, Bob)

REPORT: FSA 331 Title IV-F JOBS Expenditure Report (currently
being used for estimating purposes)
DUE: Quarterly - Feb, May, Aug and Nov 15
TICKLE: Feb, May, Aug and Nov 2 (2 wks, Jo)

REPORT: IV-E 1 Quarterly Estimate of Expenditures of FC-IV-E
and AAP IV-E (Grant, Admin, and Training-includes
shortfall from previous quarters)
DUE: Quarterly - Feb, May, Aug and Nov 15
TICKLE: Jan 26, Apr 24, July 25 and Oct 25 (3 wks, AJ)